

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **School Infrastructure Database (SID)**

### **Frequently Asked Questions**

### **End-of-Year 2004 Submission**

Questions?  
Contact: (517) 335-0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



## General Questions

**Q: What is the School Infrastructure Database (SID)?**

**A:** The School Infrastructure Database (SID) is one of CEPI's five core data sets of the Michigan Education Information System (MEIS). The SID is divided into three subsets: Technologies, School Environment, and Building Structure (Note: currently, only data related to School Environment are being collected). The SID is used by Michigan's public schools to report data related to crime and safety, Title I programs and dual enrollment. In the future the SID will be used for reporting data related to school technology as well as the physical structure of buildings.

**Q: What materials are available for assistance in completing the SID data?**

**A:** For information concerning the SID application go to the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on MEIS Data Services and then School Infrastructure Database. The SID Data Field Descriptions Manual, SID Addendum, SID FAQs, and the SID Data Submission Worksheet are available. The SID Worksheet has been provided for districts to use as a tool in gathering data required to be submitted in the online SID application.

Districts should have a representative join the SID Listserv. There is a link to the SID Listserv on the SID Web page. CEPI sends its updated information notifications via the Listserv and to the authorized users.

If you have additional questions, please send the detailed questions in an e-mail to [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call the DIT Client Service Center at 517-335-0505. Include your district code, district name, the CEPI application you are discussing, and the specific questions (with field number(s) when possible).

**Q: How does an individual become an authorized user for the SID application?**

**A:** Each individual must first acquire a MEIS account and password. After that process is completed, a signed security agreement must be submitted for access to the online SID application. Instructions on how to perform these two tasks are found on our Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi), under "MEIS Data Services," then under the area of "MEIS Help," you will find the heading "New to the MEIS?" All requirements of obtaining access to the SID are found there.

**Q: When is this information being collected?**

**A:** Currently, only the School Environment (Crime & Safety, Title I and Dual Enrollment) section is required to be submitted at the end of each school year. Districts are required to complete the SID submission by June 30, 2004.

**Q: Does data submitted in the end-of-year SID submission pertain to the 2003-2004 school year or to the 2002-2003 school year?**

**A:** Data submitted for the end-of-year SID submission are to be reported for the 2003-2004 school year.

**Q: How are schools obligated to report this information?**

**A:** With regard to crime and safety data, Section 380.1310a of the Michigan Compiled Law requires that schools report, at least annually, the incidents of crime and violence occurring in Michigan's K-12 public schools. Schools completing the crime and safety data fields located in the School Environment section of the SID fulfill this requirement. The Postsecondary Options Act, MCL 388.521, requires dual enrollment data. Title I program data is part of the annual consolidated grant reporting.

**Q: Are Intermediate School Districts (ISDs) required to submit SID data?**

**A:** Yes, ISDs do submit SID data for the Central Administrative Office ("00000") and for any other buildings associated with, or under the auspices of, the ISD. If an ISD reported SID data for a building, and the ISD Central Administrative Office is in the same building, the district would submit all data for the building under the actual school building listing (where the office is located), and indicate that the administrative office shares space with another building within the district.

**Q: Which buildings are to be reported in the SID?**

**A:** All buildings with a School Code Master number are to be reported in the SID. Districts are to report all required data for all schools/facilities. If the field does not apply or there are no data to report for a school/facility, the district should submit a value of zero where applicable.

**Q: How do districts answer the questions that refer to buildings that do not have students?**

**A:** If a field/question is not applicable for a particular school or building, or if there are no data to report, districts should submit the default value for that field/question (either a "0" [zero] or manually choose "No").

**Q: After a district enters all the data and submits the data to CEPI, is there anything else that needs to be done?**

**A:** After all data have been submitted for a field, click on "Save" and the field will be updated and completed. Districts should also notice a green "check mark" next to that field on the list of schools screen. Districts may obtain a copy of the data submitted by clicking on the icon next to the school name. A report will display the data that the district has submitted for each field, as well as indicate with a green "check mark" that the field has been completed. Districts may re-enter the SID and update/change/correct their data until the deadline of June 30, 2004.

**Q: Will the district be entering the information into the MEIS Web site or can it be uploaded in an ASCII file? How would a district separate it out by building within a district?**

**A:** The SID is an online submission only; meaning the SID is not designed to accept uploads. Each school must be entered individually, field by field, directly into the online SID application.

**Q: Why are districts required to submit data for maintenance buildings or similar buildings that have nothing to do with students?**

**A:** Many of the data required by the School Infrastructure Database (SID) are centered on "schools." However, there could be instances (for example, an arson or vandalism, etc.) at a non-instructional building that would need to be reported in the SID. If there are no reportable data for that facility, then the district should report zero ("0") in the fields.

**Q: When a district has an administrative or central office that is a separate building, what kind of data entry is needed for the SID? Does the district report accumulative data under the central office?**

**A:** Submit data for the central administrative office if it is a separate building (school/facility code "00000"). If the central administrative office is a separate building, the district will submit data for only that building (not an accumulation of the district data). If a field/question is not applicable for a particular school or building (in this case the central administrative office), or if there are no data to report, districts should submit the default value for that field/question (either a "0" or "No"). The red "X" will become a green "check mark."

**Q: Are districts required to report data for the central administrative office?**

**A:** The central office has a unique number, "00000," and should therefore be reported separately if the central office is in a separate building. If the central office shares space with a school, it may now be reported as sharing space with a school within the district. The SID now has a function that will allow this in the June 2004 application.

**Q: If districts are reporting K-12 data, why would we include data on four-year old children?**

**A:** The SID does not apply to students. The purpose of the SID is to report information about the district's school buildings/facilities. There may be cases where incidents might not involve students (theft, vandalism, intruders, etc.), but these incidents would nonetheless pose a safety risk to the district's buildings and the students. There are fields that specifically address students and student activity (drug use, physical assault, etc.). If the field does not use the term "student," then the district should be reporting all occurrences of a particular incident regardless of the perpetrator. If the four-year-old children attend one of the district's school buildings/facilities, that

school/facility would be reported because the building/facility is part of the district property.

**Q: If a district's alternative education students are educated off campus through a contract with the local college, is the district required to complete the SID for that program?**

**A:** If the alternative education school has a number in the School Code Master assigned to your district, then it would be reported.

**Q: Why does a public school academy (PSA) have two numbers, one for the school and one for central administrative office?**

**A:** All PSAs have both a district number and a school number. In addition, all PSAs have a central administrative office number ("00000"). Since a PSA is both a district and a school, the School Code Master (SCM) has at least two records for each PSA. If a central administrative office shares physical space with another building in a district, click the box that says: "Office shares physical space with another building." The district will not be required to enter SID data for this unit. If this office does not share physical space with another building, continue entering SID data for this unit.

**Q: Where is student expulsion data reported?**

**A:** Data related to student expulsions are reported in the Single Record Student Database (SRSD). The SRSD is also a core data set of the MEIS. Expulsion data are reported in SRSD because an expulsion is a student event. Crime and safety data are reported in the SID because they are incidents that occur inside a school building or on school property.

**Q: How will information be published?**

**A:** CEPI will notify districts before any reports are released. CEPI will post reports and data on our Web site ([www.michigan.gov/cepi](http://www.michigan.gov/cepi)). The 2001-2002 school year crime and safety data has been published as part of the School Safety Practices Report. This report can be found on our Web site under Education Reports.

**Q: How is student privacy protected when incidents of crime are reported?**

**A:** Personally identifiable information relating to individual students is protected by security, access, and management control of the data. Individual student data are not available to the public and are protected by the Family Educational Rights and Privacy Act (FERPA). CEPI is prohibited from displaying personally identifiable data when issuing reports or information to the public. Crime and safety reports relating to incidents that occur in schools do not contain data on specific students.

**Q: What information does the media see?**

**A:** The general public has the right to access any information that is not confidential or private. Data such as the number of physical assaults, vandalism, and possession of drugs or weapons, by school, by gender, by age, or by ethnicity, are examples of the aggregate (meaning in total, not by single student) data that will be available to the media and public. Therefore, it is important that the data be complete and accurate.

**Q: Technical Questions?**

**A:** For technical questions about the SID, contact the DIT Client Service Center via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or by phone at 517-335-0505.

**Q: Does the SID apply to students only (like the SRSD)?**

**A:** The SID does not apply to students. The purpose of the SID is to report information about the district's school buildings/facilities. There may be cases where incidents might not involve students (theft, vandalism, intruders, etc), but these incidents would nonetheless pose a safety risk to your buildings and the students. There are fields that specifically address students and student activity (drug use, physical assault, etc). If the field does not use the term student, then the district should be reporting all occurrences of a particular incident regardless of the perpetrator.

**Q: Is the liaison officer at the school considered to be a police officer?**

**A:** Yes. Contacting an onsite law enforcement officer would serve the function of contacting 911 or the police. Any incident where a liaison officer is involved should be reported in the SID.

**Q: Does the "Gun Free Schools Report " (OMB 1810-0603) still need to be submitted, or has it been eliminated?**

**A:** Data required by the Federal Gun-Free Schools Act Report are collected through the School Infrastructure Database (SID) and the Single Record Student Database (SRSD). Districts are no longer required to complete a separate form for the Gun-Free Schools Report.

## **Crime & Safety**

### **Field 1: School Safety Practices**

**Q: Are districts required to report the safety practice in place, or the number of times a plan has been used?**

**A:** This field requires districts to report if the program is in place, not if the program has been utilized. This is a "yes" or "no" response. Districts are to report "yes" if the safe practice plan is in place, "no" if it is not.

**Field 2: School Safety Plan**

**Field 3: School Prevention Plan**

**Field 4: School Disciplinary Problems**

**Q: Are districts required to report the number of bullying incidents?**

**A:** Bullying incidents are reported in Field 4: School Disciplinary Problems in Position 2: Student bullying. The incidents are reported in ranges: No Occurrences, Low, Low-Medium, Medium, Medium-High, and High.

**Q: In the SID Manual, Field 4: School Disciplinary Problems defines the number of occurrences per category. In part, it states:**

**Low-Medium (4 - 7 per 100 students)**  
**Medium (7- 11 per 100 students)**

**If there are 7 occurrences, is it considered Low-Medium or Medium?**

**A:** Medium should read 8 -11 per 100 students. The following ranges are correct and appear under the definition in Field 4: School Disciplinary Problems.

Frequency		Value
No Occurrences	(0 per 100 students)	0
Low	(1-3 per 100 students)	1
Low-Medium	(4-7 per 100 students)	2
Medium	(8-11 per 100 students)	3
Medium-High	(12-15 per 100 students)	4
High	(over 15 per 100 students)	5

**Field 5: Physical Violence/Assaults**

**Field 6: Gang-Related Activity**

**Field 7: Illegal Possession**

**Field 8: Trespassers or Intruders**

**Field 9: Vandalism**

**Field 10: Cost of Property Damages**

**Field 11: Verbal Assaults**

**Field 12: Sexual Assaults**

**Field 13: Hostage**

**Field 14: Suspected Armed Subject**

**Field 15: Weapons on School Property**

**Field 16: Homicide**

**Field 17: Drive-By Shooting**

**Field 18: Bomb Threat**

**Field 19: Explosion**

**Field 20: Arson**

**Field 21: Robbery or Extortion**

**Field 22: Unauthorized Removal of Student**

**Field 23: Threat/Attempt of Suicide**

**Field 24: Suicide**

**Field 25: Larceny (Theft)**

**Q: Are districts to report the number of larcenies that are in excess of \$100?**

**A:** Districts are to report the total number of larcenies or thefts as explained in the definition in the SID Data Field Descriptions manual, page 29, which states: "An incident requiring mandatory reporting involves one of the following: theft in excess of \$100, numerous events of minor damage (less than \$100) or damage motivated by hate or that is gang related."

**Field 26: Illegal Drug Use or Overdose**

**Field 27: Minor in Possession**

**Field 28: Bus Incident or Accident**

### **Title I – Schoolwide Program**

**Field 29: Title I Program**

**Field 30: Title I Instruction in Schoolwide Program**



**Field 31: Migrant Program**

**Field 32: Migrant Project Types**

**Dual Enrollment**

**General Questions**

**Q: What should districts enter in the dual enrollment fields for elementary and middle school buildings?**

**A:** All fields must be reported in the SID application. If the dual enrollment section is not applicable for a particular building, report zero in each field.

**Q: Are districts to report zeros in the dual enrollment fields, if the dual enrollment data does not apply to the school?**

**A:** Yes, districts are to report zeros if the fields do not apply.

**Field 33: Tuition and Fees**

**Field 34: 11<sup>th</sup> Grade Eligible**

**Q: Are districts to report the number of eligible juniors at the start of this school year or those that became eligible throughout the year?**

**A:** Eligible students are the 11<sup>th</sup>- and 12<sup>th</sup>-grade students from the current school year that have participated in the taking the MEAP test.

**Field 35: 11<sup>th</sup> Grade Participants**

**Field 36: 12<sup>th</sup> Grade Eligible**

**Q: Are districts to report for number of eligible seniors at the start of this school year or those that became eligible throughout the year?**

**A:** Eligible students are the 11th and 12th grade students from the current school year that have participated in taking the MEAP test.

**Field 37: 12<sup>th</sup> Grade Participants**

**Field 38: Postsecondary Courses Paid**

**Field 39: Postsecondary Courses—Postsecondary Credit**

**Field 40: Postsecondary Courses—High School Credit**

**Field 41: Courses Not Completed**